

# Colonial Park Pool Rental Packet

## Colonial Park Pool: 4130 Byron Street

### Pool Reservation Options:

- **Wooden Decks (Option of Byron Deck or Case Deck) – maximum of 60 guests, \$175 per hour, 2 hour minimum.**
  - Available during the months of May through September, per seasonal operational schedule, pending facility and staffing availability.
  - *Note:* Case Deck rentals are only available on the weekends during established times of Saturday from 10:30am-6:30pm and Sundays from 1:30pm-6:30pm.
- **Multi-Purpose Room – maximum of 60 guests, \$200 per hour, 2 hour minimum.**
  - Available during the months of May through September, per seasonal operational schedule, pending facility and staffing availability.
- **Exclusive Rental – maximum of 250 guests, \$400 per hour, 2 hour minimum.**
  - Available Saturdays & Sundays from 7:30-9:30pm and Sundays from 9:30-11:30am, pending facility and staffing availability.
  - May be available pre/post summer season (May & September), call 713-662-7420 for more information.

### Pool Rental Amenities

A pool reservation does **not** include any pool amenities and **no refund** will be given if the amenities are not available.

For Wooden Deck & Multi-Purpose Room rentals, only the area reserved (either the Wooden Deck(s) or the Multi-Purpose Room) is the “area/item” that the renter is renting and will get exclusive use of during their reservation. Other items, (pool furniture, field space, restrooms, pool play features, etc.) are public aspects of Colonial Park and must be shared with other pool users. Lifeguards and a Customer Service representative are included in your rental package.

For Exclusive Pool Rentals, the entire pool, the Wooden Deck(s), the Multi-Purpose Room and related amenities are included in the rental. Lifeguards and a Customer Service representative are included in your rental package.

Additional items or equipment needs must be approved by the Parks and Recreation Director (or his/her designee) and must be provided by the applicant, at their own expense. The city is in no manner liable or responsible for personal property or rented items.

- Wooden Deck (s) and electricity (110 volts –only supports small appliances)
- Multi-Purpose Room – inside, air controlled room, and electricity (110 volts –only supports small appliances); some tables and chairs may be available but not guaranteed.
- *Picnic tables\**
- *Pool and deck furniture\**
- *Pool Play features – slides, lily pad crossing, log and crocodile floatables, aqua climb, basketball hoops, volleyball net, diving board and play structures.*

**Disclaimer:** Please note that rental fees, policies, rules and regulations are reviewed on an annual basis and are subject to change without notice.

- *Open field space\**
- *Public and Family restrooms*

*Note: \*denotes items that are not part of the rental and are not available for your exclusive use (unless you have an Exclusive Rental). However, these amenities can be shared with the public during your rental.*

### **General Information**

**All reservations must be made, in-person, by the responsible party at The West University Place Recreation Center: 4210 Bellaire Blvd., West University Place, TX 77025.** Reservations can be made between 5am-9pm, Monday- Friday, Saturday 7am-7pm and Sunday 8am-7pm. (Hours may differ on holidays). You may contact Parks and Recreation Customer Service at 713-662-7420 for availability and information on how to secure rental. **Phone/mail/email/fax reservations will not be taken.**

- Must be a City of West University Place resident. Proof of residency required.
- Wooden Decks (Byron and Case Decks) & Multi-Purpose Room reservations are available during the months of May through September, per seasonal operational schedule, pending facility and staffing availability. *Note:* Case Deck rentals are only available on the weekends during established times of Saturday from 10:30am-6:30pm and Sundays from 1:30pm-6:30pm.
- Exclusive Rental Reservations are available June, July and August, pending facility and staffing availability. Exclusive Rentals are Saturdays & Sundays from 7:30-9:30pm and Sundays from 9:30-11:30am, pending facility and staffing availability. Exclusive Rentals may be available pre/post summer season (May & September) - call 713-662-7420 for more information.
- All pool reservations require a two hour minimum.
- Reservations may be made up to six months in advance, but a minimum of 14 business days in advance of desired date. Pool reservations may be available with less than 14 days' notice, pending staffing and facility availability.
- Lifeguards and a Customer Service Representative will be scheduled for all rentals, per the times listed on the application/receipt. Some parties may require additional staffing (large parties/groups, younger median age, pre-teen/teen parties, etc.). Extra staffing requirements will be at management's discretion. If additional staffing is required, additional fees will be charged to the responsible party.
- Responsible party/person signing the application must handle all transactions, inquiries and changes to the rental. The responsible party is required to be present during the entire course of the event including set-up, take-down and clean-up. Responsible party should have copies of rental receipt at all times during your rental.
- Responsible party must be 21 years of age or older to reserve the facility, and must provide verification of age.
- Adult Chaperones are required per the following:
  - Chaperones must be present through duration of rental, set-up, take-down and clean-up time included.
  - Chaperones will count toward total number of guests for pool related rentals.

### **WATER SAFE GUESTS**

**Disclaimer:** Please note that rental fees, policies, rules and regulations are reviewed on an annual basis and are subject to change without notice.

- One adult (21 years and over) per every five (5) guests ages 6 through 17
- One adult (21 years and over) for every one (1) guest ages 5 & under (1:1 ratio)
- Swim tests may be required

#### NON-WATER SAFE GUESTS

- All non-water safe guests must have an adult within arm's length at all times (1:1 ratio)
- Swim tests may be required
- Security Deposit of \$200 is due at time of making reservation and must be paid with a credit card (Visa, MasterCard and Discover accepted). All rental fees also are due at the time of making the reservation. Cash, Check, Visa, MasterCard and Discover are accepted. Third party payments are not accepted.
- Renter is responsible for cleaning and discarding all trash after their event. Renter is expected to bring trash bags & cleaning supplies.

#### Rental Fees

**Wooden Deck(s)** - \$175 per hour, 2 hour minimum, \$200 deposit, maximum of 60 total guests

**Multi-Purpose Room** - \$200 per hour, 2 hour minimum, \$200 deposit, maximum of 60 total guests

**Exclusive Rental** - \$400 per hour, 2 hour minimum, \$200 deposit, maximum of 250 total guests

- Rental fees are based on an hourly rate. Set-up, take-down & clean-up must be included in requested reservation times. Access to the event location will not be granted for early arrivals (Exception: If the location is not in use, early access will be allowed with the understanding that appropriate rental fees will be deducted from the deposit). Failure to depart on time, per the time listed on the confirmation receipt, will result in forfeiture of the deposit based on the hourly rate.
- Rental fees include a maximum amount of guests permitted during the reservation. This includes anyone in attendance (host, guests, infants, chaperones, etc.) whether swimming or not. Please be sure to include all attendees (siblings, family of visiting guests, etc.) when preparing a guest list.
- All guests will be required to sign-in on the sheet provided at the Customer Service desk when they arrive. Parents will need to sign-in infants and children.
- Colonial Park Pool Memberships are not useable as entry in lieu of signing-in for the function.
- Rare exceptions (excludes Exclusive Rentals) will be made to the guest allowance maximums. To be considered for an exception, written management approval must be obtained via email at least two weeks in advance of the event so that the pool can be appropriately staffed. Safety is our #1 priority! Full deposit withheld if responsible party exceeds maximum guests without management approval in writing. If approved for additional guests above the maximum, additional staffing fees will be required per the following:
  - **60 and under guests:** no additional fees
  - **61-70 guests:** \$5 per person extra, which can be paid out of the deposit or paid to the staff member on duty after the rental.
  - **71-80 guest (needs manager approval):** \$12 per hour for extra lifeguard (needs to be paid in advance of the rental) and \$5 per person extra from 61-80 guests, who can be paid out of the deposit or paid to the staff member on duty after your rental.

**Disclaimer:** Please note that rental fees, policies, rules and regulations are reviewed on an annual basis and are subject to change without notice.

- **81+ guests:** no additional guests beyond 80 permitted – no exceptions!

### **Changes, Cancellations & Refunds**

All changes or cancellations to a rental agreement are on a first-come, first-served basis when the written request was received and must be received at least 14 business days prior to the scheduled event date. For cancellations, refunds will be issued if proper advanced notice of 14 business day was provided, minus a \$50 administrative fee charge. If a reservation is canceled within 14 business days of the scheduled event, all fees will be retained.

The responsible party must request all changes and/or cancellations in writing by sending an email to [reccoordinator@westutx.gov](mailto:reccoordinator@westutx.gov). Please complete either the Reservation Update Form, which can be downloaded at [www.westutx.gov/291](http://www.westutx.gov/291) or send an email that includes the following information:

- Responsible Party/Rental Customer Name
- Responsible Party/Rental Customer Address
- Receipt number
- Date and time of original rental
- Request type (change, cancellation, refund)
- Request Information:
  - Changes: new requested date/time
  - Cancellations/Refunds: reason for cancellation

**Inclement Weather:** Refund requests due to inclement weather will only be considered in extreme conditions, and if the weather occurs during the hours specified on the rental agreement. If inclement weather (i.e., rain, storm, or freeze) prevents use of area rented/pool, the responsible party may reschedule the event to another date pending availability or request a refund. Keep in mind, the pool only closes if lightning or thunder are within a 6 mile radius, rain is heavy enough where the bottom of the pool can't be seen clearly, or if several hours of inclement weather are forecasted. If a qualifying weather event occurs during the rental, refunds will be typically based on time effected & time remaining on the rental and will be handled on a case-by- case basis. A refund request must be submitted in writing, per the above instructions and must be submitted within 72 hours of the original reservation date.

**Non-weather related pool closures:** The City of West University Place Parks and Recreation Department is committed to your safety. In the event of chemical issues, contamination incidents, or staffing problems the pool may be closed unexpectedly, without notice. If one of these situations occur during a reservation, refunds will typically be based on time affected & time remaining on the rental and will be handled on a case-by- case basis. To be considered for a refund, please submit in writing, a request per the above instructions within 72 hours of the original reservation date.

### **Security Deposit**

- The rental fee will be refunded (less an administrative fee of \$50) if the responsible party follows proper cancelation procedures (see cancel section above for detailed info) and cancels the reservation at least 14 days before the event.
- The deposit may be forfeited if the applicant cancels without 14 days (business days) notice, does not show up, or does not comply with all rules and regulations.

**Disclaimer:** Please note that rental fees, policies, rules and regulations are reviewed on an annual basis and are subject to change without notice.

- Deposit refunds for pool rentals are based on: A) condition of area(s) following the rental (damage and cleanliness), B) the observance of all rules and regulations, and C) adhering to rental times as listed on the rental agreement/receipt, D) guest overages:
  - A) Condition of area(s) rented - If any damage, failure to clean, or other violations occur, the rental deposit will be retained. Damages exceeding the rental deposit will be charged to the responsible party. Compensation for damage includes the costs of all labor, materials, and supplies to repair or replace the damage to facility or grounds.
  - B) Following and obeying all rules and regulations – failure to follow any policies stated in this document, will result in loss of deposit funds. These are situational and the exact amount that will be retained or owed will be determined based on the infraction(s) incurred.
  - C) Rental times – the times listed on your rental agreement/receipt are the approved times of use, and include set-up, clean-up and take-down. It is the renter’s responsibility to set up tables, chairs and any other items necessary for the event. Early arrival or late departure will result in loss of deposit fees, based on the hourly rate.
  - D) Guest Overages – your rental has a maximum guest allowance permitted. Approved overages not paid at the end of your rental will be deducted from your deposit (see overage fees under Rental Fees section in the packet). Full deposit withheld for non-approved guest overages.
- Responsible party will be held responsible for their guests regarding damage to facility, property and behavior.
- Renter is responsible for complete and thorough clean-up which includes (but is not limited to) disposing of all garbage, removing all decorations, cleaning any picnic tables or other equipment used during rental and otherwise returning the area(s) rented and grounds to the condition they were in upon arrival. It is the renter’s responsibility to take any and all trash, properly disposed of in proper receptacles.
- Pool party rentals are required to provide their own trash bags and cleaning supplies.
- The Parks and Recreation Department reserves the right to increase fees of deposit or deny an application based on the applicant’s past rental history such as, but not limited to, damaging city property, nonpayment, not adhering to guest allowance policy, not adhering to rental times, and not following City rules and regulations.
- Deposit refunds can take up to three (3) weeks for receipt after the completion of the rental, provided all policies and rules were followed.

### **Rules and Regulations**

**Programs conducted by the City will be given priority at all times, and the City reserves the right to change or cancel any reservations that may conflict with a City sponsored event or program.**

- All City Ordinances, Federal and State laws, and general park rules apply.
- Alcohol, smoking and gambling are strictly prohibited at Colonial Park Pool and all City Parks & Facilities.
- The City reserves the right to shut down an event at any time for violations of the rental agreement/receipt, park rules, or City policies. No refunds will be issued if an event is shut down due to such violations.

**Disclaimer: Please note that rental fees, policies, rules and regulations are reviewed on an annual basis and are subject to change without notice.**

- The City reserves the right to require applicants to provide public liability and/or property damage insurance and any other coverage to protect City property.
- The use of motorized vehicles on grassy areas is strictly prohibited. Parking may be limited and is only permitted in designated parking areas/spots only. In addition, all approved vendors, caterers, etc. must park on the street, load off manually and come through main entrance (no gate access). Parking spaces can't be blocked off.
- Any items you bring to the facility must be taken in and out through the front door of the facility. Gate access will not be permitted and is strictly enforced.
- No decorations may be secured to the walls in any fashion: nails, staples or tape prohibited. No decorations will be attached or hung from the ceiling or light fixtures at any building. All decorative materials must be flameproof. In accordance with City fire codes, all exits and doorways must remain clear.
- Glass containers are not permitted in any of the facilities, Colonial Park Pool, Pavilion, or parks.
- D.J.'s, bands and speakers are strictly prohibited. (Exception: of City Sponsored events).
- Electronic system(s) such as public address system, stereo, DVD, film projector, screen(s), etc. are NOT available. Any such equipment must be pre-approved and furnished by renter, at renter's own expense.
- The use of rice, confetti, birdseed, glitter, piñatas (or similar objects) water related activities and ground stakes to anchor equipment is not permitted at City Parks.
- Petting zoos, pony rides, livestock or any pets/animals are not allowed at City Parks per City Ordinance; Section 14-16.
- The use of inflatable "moon walks" at Colonial Park Pool is not permitted.
- Rental use shall be limited to the purpose stated on the rental agreement. West University Place facilities may not be sub-leased, nor assign its reservation to another group or organization. Use of the Colonial Park Pool or any city property for use of making a profit is strictly prohibited.
- Charging or accepting admission and/or concession fees during a rental/event are strictly prohibited. Fundraising is only permitted for local Non-profit groups; with prior approval from Parks and Recreation Director.
- Responsible party must abide by posted maximum capacities, which depends on the rental you choose. Wooden deck(s) and Multi-Purpose Room rental have a maximum of 60 guests and an Exclusive Pool Rental allows a maximum of 250 guests.
- Renter is responsible for setting up/taking down and cleaning the area(s) that you utilize during your rental. Please include time in your reservation to cover these aspects of your event. The lifeguards and pool staff are not responsible for cleaning up after you. They are on duty to keep the pool safe! Failure to clean could result in partial or complete loss of your deposit, depending on the mess left and time it takes to restore area(s).
- City property may not be taken outside of, or away from, the facilities where they are located for any reason. Responsible party will be liable for equipment and city property missing as a result of their event.
- The City will not be responsible for any equipment that is not the property of the City, at any time, in any park or facility. This includes lost items, damaged and/or misplaced personal property. Any items found or turned in, may be claimed by the applicants for up to one (1) week after the rental.

**Disclaimer:** Please note that rental fees, policies, rules and regulations are reviewed on an annual basis and are subject to change without notice.

- The City does not allow for the storage of any equipment, supplies, food/drink, etc. at any time, at any of the parks or facilities. This includes items that may need to be refrigerated. Please have an alternate plan in place, as staff will not be able to accommodate any storage needs whatsoever. All items must be removed from the premises at the conclusion of the event, per the end time on the rental agreement/receipt.
- Adhering to rental times is of utmost importance and will be strictly enforced. There may be rentals before/after you and preparation time is needed to allow for those reservations. If there is not a reservation before/after you, you may access the facility early and stay late, but only if the manager on duty that day approves and associated fees are paid based on the hourly rate.
- The City has the right to require a certified peace officer(s) for any and all functions at the renter's expense.
- You and your guests are required to cooperate in observing and adhering to all Colonial Park Pool and facility rules and obey the instructions of the pool staff. Pool rules are intended to benefit all users to assure a safe and enjoyable experience. Any customers or guests violating these rules may be subject to the revocation of the swimming privileges. A complete list of pool and facility rules may be requested at the front desk or downloaded at [www.cityofwestuniversityplace.com/pool](http://www.cityofwestuniversityplace.com/pool).
- If staff assistance is necessary during your rental, please speak to the manager on duty.